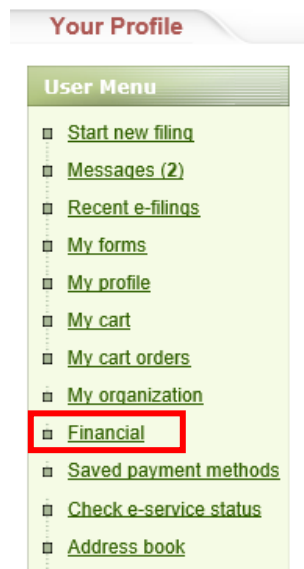


How to Receive Payment Reports Via Email for an Organization

AZTurboCourt offers organizations the ability to receive financial reports via email on a weekly, monthly or bimonthly basis. The organization may choose to receive reports regarding an individual's or an organization's payment activity.

Step 1: Log-in as an Admin User

Step 2: Select 'Financial' from the 'User Menu' on the left-hand side of the screen.



Step 3: Select 'Payment Reports (via email)' from the hyperlink along the top.

Payment Transactions [Payment Reports \(via email\)](#)

[Click here](#) to read about the search criteria

User Menu

- Start new filing
- Messages (2)
- Recent e-filings
- My forms
- My profile
- My cart
- My cart orders
- My organization
- Financial
- Saved payment methods
- Check e-service status
- Address book

Search Criteria:

Created By:

Keyword / Matter #:

Submission Name:

Form Set #:

Transaction Date From:

Transaction Date To:

Filing Type:

Jurisdiction:

Status:

Payment Account Nickname:

Step 4: Select the type and frequency of reports.

Select your reports and click **Save** to update. Your reports will be sent to the email address specified in your TurboCourt account.

Payment Reports for All Filings in My Organization

<input type="checkbox"/>	Weekly (sent every Monday for the previous week)
<input checked="" type="checkbox"/>	Monthly (sent on the 1st of each month for the previous month)
<input type="checkbox"/>	Bimonthly (sent on the 1st and 16th of each month for the previous period)

Payment Reports for My Filings

<input type="checkbox"/>	Weekly (sent every Monday for the previous week)
<input type="checkbox"/>	Monthly (sent on the 1st of each month for the previous month)
<input type="checkbox"/>	Bimonthly (sent on the 1st and 16th of each month for the previous period)

Sort by

Step 5: Once the selections have been made, select 'Save.'

Sort by